

Position Description: Protocol Assistant

❖ **Basic Function of the Position:**

Embassy Colombo's Protocol Assistant provides direct service to the Ambassador and Deputy Chief of Mission (DCM) for all contacts with members of the Government of Sri Lanka as well as the Government of Maldives ministries and offices. These services are also provided to other Embassy sections and agency heads as well as to visiting delegations.

❖ **Major Duties and responsibilities:**

- Assists the Executive Office with arrangements to schedule meetings for the Ambassador & Deputy Chief of Mission (DCM) / Chargé d’Affaires (CDA) with Sri Lankan high ranking government officials, high level academicians, religious and social leader and other diplomats.
- Schedule appointments for Ambassador, DCM/CDA with the Maldivian government officials, including the President, through their Foreign Ministry and coordinate representational events in Maldives with the assistance of the Maldivian Foreign Ministry.
- Arrange courtesy calls/appointments for visiting U.S. delegates with Cabinet Ministers and high-ranking government officials in Sri Lanka and Maldives.
- Maintain contacts with Ministry of Foreign Affairs of the Republic of Maldives, obtaining information on specific points of protocol, precedence, and social customs.
- Coordinate all representational events hosted by the Executive Office principals by preparing guest lists, sending invitations, follows up and when requested incumbent attends representational functions hosted by the Chief of Mission or Deputy Chief of Mission at their Residences.
- Research and advise the Executive Office, other sections and agencies on all aspects of protocol, precedence and local customs and practices.
- Draft and prepare first and third-person notes and other protocol-related social and diplomatic correspondences for the Executive Office principals.
- Translate from Sinhala and Tamil into English, as necessary, with particular attention to intended nuances.